

**To:** Young, Patrick[young.patrick@epa.gov]  
**From:** do-not-reply@concursolutions.com  
**Sent:** Thur 8/13/2015 3:29:09 PM  
**Subject:** CGE Correspondence

TMNOTIFY.LTR

08/13/15

James P. Young HHSHJAAM young.patrick@epa.gov This letter is to notify you that your CGE Auth with TA number TANUM01L1F was just stamped SIGNED by FULLER, ESSIE M. To view the current status of your document please access the document summary page and note the pending routing actions listed. You may access CGE by logging into AMS at <https://ams.hhs.gov/amsLogin/SimpleLogin.jsp> and clicking on the E-Travel link under Open Access.

## Document Header Information

DocumentAuth	Document	TRIP001G7F	
Type:	Name:		
TA	TANUM01L1F	Trip	Gold King Mine Release Site
Number:	Name:		
TA Date:	08/12/15	Currency:	USD
Organization:	HHSHJAAM	Current	SIGNED
		Status:	
Purpose:	SITE VISIT	Document	The FOSC is requesting ATSDR support at
		Detail:	the Farmington ICP for the Gold King Mine
			Release. Mr. Young will need to answer
			community questions, attend meetings.
			August 13-19, 2015 Site 8AK9.
Type	TEMPORARY		
Code:	DUTY (TDY)		

## Traveler Profile

Name:	Young, James P	ID:	1000939010
TID:	1001016495	Organization:	HHSHJAAM
Title:	ENVIR HEALTH SPEC V	Security Cl:	
Office Address:	1101 Wootton Parkway Suite PL-EMAIL:		young.patrick@
	100 ROCKVILLE, MD		
	20852		
Office Phone:	240-453-6057		

## Document Information

Trip Number: 1

Purpose: The FOSC is requesting ATSDR support at the Farmington ICP for the Gold King Mine Release. Mr. Young will need to answer community questions, attend meetings. August 13-19, 2015 Site 8AK9.

Itinerary Locations

Check In	Check Out	Location	Purpose	Rate
08/13/15	08/19/15	FARMINGTON, NM		83.00 / 46.00

## Document Totals

Total Expenses:	2,654.21
Reimbursable Expenses:	1,066.26
Non-Reimbursable Expenses:	1,587.95
Advance Authorized:	.00
Advance Requested:	.00

## Document Totals by Expense Category

Expense Category	Cost	Advance Amount
COM.CARR.	1,573.20	.00
LODGING	498.00	.00
M&IE	299.00	.00
RENTAL CAR	234.96	.00
TAV EXP-C	14.75	.00
TMC FEE	34.30	.00
Total Expenses:	2,654.21	.00

### Trip 1 Details

### Reservations Summary

Reservation Type	Vendor	Ticket#	Location	Cost
COMM-CARR	American Airlines	1001132327		1,573.20
COMM-CARR	American Airlines	1001132327		.00

RENTAL

## Trip Itinerary

**From: DFW-Dallas / Ft. Worth, TX (USA) (IntL.  
TO: DRO-Durango, CO (USA) (La Plata Apt)**

**Air**

**Thursday August 13, 2015**

**DFW-Dallas / Ft. Worth, to DRO-Durango, CO  
(USA) (L**

Aug 13 American Airlines 3121

Duration: 2 Hours 10 Minutes  
Nonstop

Dallas / Ft. Worth, TX (USA) (IntL.  
Apt) 08/13/2015 9:00AM  
Confirmation Number: QMHTMV

Durango, CO (USA) (La Plata  
Apt) 08/13/2015 10:10AM

Flight Information  
Distance 673 miles  
No Seat Assigned

Emissions 262.5 lbs of CO2  
Cost 1,573.20 USD

**DFW-Dallas / Ft. Worth, to DRO-Durango, CO  
(USA) (L**

Aug 13 American Airlines 3121

Duration: 2 Hours 10 Minutes  
Nonstop

Dallas / Ft. Worth, TX (USA) (IntL.  
Apt) 08/13/2015 9:00AM  
Confirmation Number: QMHTMV

Durango, CO (USA) (La Plata  
Apt) 08/13/2015 10:10AM

Flight Information  
Distance 673 miles  
No Seat Assigned

Emissions 262.5 lbs of CO2  
Cost 1,573.20 USD

## Car

### Car Rental at DRO-Durango, CO (USA) (L

Aug 13 Enterprise RentACar

Picking Up 08/13/2015 10:10AM  
Picking Up at DRO-Durango, CO  
(USA) (L  
Confirmation Number:  
1800488099COUNT

Returning 08/19/2015 4:00PM  
Returning to DRO-Durango,  
CO (USA) (L  
Total Rate: 234.96 USD

### Car Rental at DRO-Durango, CO (USA) (L

Aug 13 Enterprise RentACar

Picking Up 08/13/2015 10:10AM  
Picking Up at DRO-Durango, CO  
(USA) (L  
Confirmation Number:  
1800488099COUNT

Returning 08/19/2015 4:00PM  
Returning to DRO-Durango,  
CO (USA) (L  
Total Rate: 234.96 USD

## Air

### Wednesday August 19, 2015

### DRO-Durango, CO (USA) (L to DFW-Dallas / Ft. Worth,

Aug 19 American Airlines 3106

Durango, CO (USA) (La Plata Apt)  
08/19/2015 4:22PM  
Confirmation Number: QMHTMV

Duration: 2 Hours 2 Minutes  
Nonstop

Dallas / Ft. Worth, TX (USA)  
(IntL. Apt) 08/19/2015 7:24PM

Flight Information  
Distance 673 miles

Emissions 262.5 lbs of CO2

No Seat Assigned

## DRO-Durango, CO (USA) (L to DFW-Dallas / Ft. Worth,

Aug 19 American Airlines 3106

Duration: 2 Hours 2 Minutes  
Nonstop

Durango, CO (USA) (La Plata Apt)

Dallas / Ft. Worth, TX (USA)

08/19/2015 4:22PM

(IntL. Apt) 08/19/2015 7:24PM

Confirmation Number: QMHTMV

Flight Information

Distance 673 miles

Emissions 262.5 lbs of CO2

No Seat Assigned

## Expenses

Trip#: 1

Total Non-Per 1,857.00 Total Per Diem 797.00

Diem

Expenses:

Expenses:

Date	Description	Category	Cost	Pay Method	Per Diem
08/12/2015	EDY Voucher Fee	TAV EXP-C	14.75	CBA-CENTRALLY BILLED	
08/12/2015	Travel Fee	TMC FEE	34.30	CBA-TRAVEL CARD	
08/13/2015	Comment: LB ATRS Domestic w-Air-Rail				
08/13/2015	Airfare	COM.CARR.	1,573.00	CBA-CENTRALLY BILLED	
08/13/2015	Lodging	LODGING	83.00	PERSONAL	*
08/13/2015	M&IE	M&IE	34.50	PERSONAL	*
08/13/2015	Rental Car	RENTAL CAR	234.90	PERSONAL	
08/14/2015	Comment: Conf Num: 1800488099COUNT Cmt:				
08/14/2015	Lodging	LODGING	83.00	PERSONAL	*
08/14/2015	M&IE	M&IE	46.00	PERSONAL	*
08/15/2015	Lodging	LODGING	83.00	PERSONAL	*
08/15/2015	M&IE	M&IE	46.00	PERSONAL	*
08/16/2015	Lodging	LODGING	83.00	PERSONAL	*

08/16/2015				
08/17/2015	Lodging	LODGING	83.00	PERSONAL *
08/17/2015	M&IE	M&IE	46.00	PERSONAL *
08/18/2015	Lodging	LODGING	83.00	PERSONAL *
08/18/2015	M&IE	M&IE	46.00	PERSONAL *
08/19/2015	M&IE	M&IE	34.50	PERSONAL *

## Per Diem Allowances

Trip#: 1                      Total Per Diem Allowances:                      797.00

Date	Rate	Ldg Cost	Ldg Allowed	Mie Cost	Mie Allowed	B L D Conf%
08/13/2015	83.00/46.00	83.00	83.00	34.50	34.50	
08/14/2015	83.00/46.00	83.00	83.00	46.00	46.00	
08/15/2015	83.00/46.00	83.00	83.00	46.00	46.00	
08/16/2015	83.00/46.00	83.00	83.00	46.00	46.00	
08/17/2015	83.00/46.00	83.00	83.00	46.00	46.00	
08/18/2015	83.00/46.00	83.00	83.00	46.00	46.00	
08/19/2015	83.00/46.00	0.00	0.00	34.50	34.50	

## Account Summary for the Selected Trip

Org: HSHJAAM	Label: HJA	Acct Code:	2,654.2
		2015///939ZUPY//21101///	
Expense Category: COM.CARR.	Fiscal Year: 2015	Amount: 1,573.20	
Expense Category: LODGING	Fiscal Year: 2015	Amount: 498.00	
Expense Category: M&IE	Fiscal Year: 2015	Amount: 299.00	
Expense Category: RENTAL CAR	Fiscal Year: 2015	Amount: 234.96	

Expense Category: TAV  
EXP-C  
Expense Category: TMC  
FEE

Fiscal Year:  
2015  
Fiscal Year: Amount: 34.30  
2015

Total: 2,654.2

## Payment Detail Information

Organization Label	Accounting String	Payment Method	Amount
HSHJAAMJA	2015///939ZUPY//21101///	CBA-CENTRALLY BILLEDACCT	1,587.9
HSHJAAMJA	2015///939ZUPY//21101///	IBA-TRAVEL CARD	34.30
HSHJAAMJA	2015///939ZUPY//21101///	PERSONAL	1,031.9

## Totals by Label

HSHJAAMJA	2015///939ZUPY//21101///	2,654.2
Total		

## Totals by Payment Method

CBA-CENTRALLY BILLEDACCT Total	1,587.9
IBA-TRAVEL CARD Total	34.30
PERSONAL Total	1,031.9

## Attachments

No Attachments Exists

## Receipt Checklist

Date	Description	Cost
08/12/15	Travel Fee	\$34.30
08/13/15	AIR	\$1,573.20
08/13/15	Lodging	\$83.00

08/13/15		
08/14/15	Lodging	\$83.00
08/15/15	Lodging	\$83.00
08/16/15	Lodging	\$83.00
08/17/15	Lodging	\$83.00
08/18/15	Lodging	\$83.00

## Audits

Audit Name	Result	Reason
EXPENSE THRESHOLD	FAIL	Rental Car exceeds the single threshold of 1.00 This expense requires a justification.
	Traveler Justification:	Traveler will Fly into Durango, CO to travel to Farmington, NM. Rental car is needed to travel duty location and attend meetings no public transportation is available.
PAYMENT METHOD MISMATCH	FAIL	Mismatch in Payment Methods used: Travel Fee [IBA-TRAVEL CARD] Com Carrier [CBA-CENTRALLY BILLEDACCT]
	Traveler Justification:	Traveler need to be in Farmington, NM to meet with EPA staff all other flight required a lay over.
TRAVEL DATE OVERLAP	FAIL	OVERLAPS WITH TRIP: TRIP001G4O The travel dates for this trip overlap with the travel dates found on another travel document. Ensure Per Diem is not being claimed for both documents.
	Traveler Justification:	Will cancel other trip
TRAVEL DATE OVERLAP INTERIM	FAIL	OVERLAPS WITH TRIP: TRIP001G4O The travel dates for this trip overlap with the travel dates found on another travel document. Ensure Per Diem is not being claimed for both documents.
	Traveler Justification:	Will cancel other travel dates

**Document History 08/13/2015 Auth:**  
**TRIP001G7F**

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**Edition: Concur Inc. Young, James P.**  
**1001016495**



STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	08/12/2015	4:57PMEST	James Young	
SIGNED	08/13/2015	8:29AMEST	FULLER, ESSIE M	

**I certify that the electronic signatures listed above are valid and on file**

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**SIGNED DATE**

## Document Signatures

Traveler/Preparer Name: \_\_\_\_\_

Traveler/Preparer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approver Name: \_\_\_\_\_

Approver Signature: \_\_\_\_\_

Date: \_\_\_\_\_